



MEMORANDUM

To: Title III/LAS Links Administrators
Superintendents

From: Michele Walker, Director
Office of Student Assessment

Lauren Harvey, Coordinator
Office of English Language Learning and Migrant Education

Date: July 2009

RE: Ordering of LAS Links Placement Tests

Beginning in the Fall of 2006, the **LAS Links Placement Test** became the only State-approved instrument for initial placement/screening of new language minority students. The LAS Links Placement Test will be used with grades 1-12 for the 2009-2010 school year. Students in Kindergarten will be assessed for initial placement using the **Pre LAS 2000**.

Participants: **Newly** enrolling students who indicate a native language other than English on the Home Language Survey (HLS) are given a placement test; it is **not** administered to all enrolled limited English proficient (LEP) students.

Test Results: In accordance with federal Title III requirements, parents must be notified of the result of this placement assessment *within 30 days of enrollment at the beginning* of the school year, or *within two weeks of enrollment during* the school year. The LAS Links Placement Test is locally administered and scored. Note that the Placement Test data are managed locally, will not be collected by CTB, and are used only to identify students as limited English proficient (LEP) for placement in an English language development program.

Materials: The LAS Links Placement Test for grades 1-12 and Examiner's Guide, as well as the Pre LAS 2000 for Kindergarten, are available to public school corporations and charter schools at no charge. Details regarding the ordering process are listed below:

- To place an order, call the CTB Indiana Help Desk at (800) 282-1132.
- To plan for the beginning of the school year, order placement test materials by **August 1, 2009**.
- Additional orders may be placed throughout the school year, as needed.
- Be certain to order copies of the tests that match the students' grade levels for the 2009-2010 school year.

Shipments will be received by school corporations within 4-7 business days after the order has been placed. Technical assistance will be provided by CTB/McGraw-Hill throughout the ordering and shipping process.

Training: Training on how to administer and score the Placement Test and Pre LAS 2000 will be provided in two formats: web-based and in-person. In an effort to meet the needs of the participants, training will be presented by grade spans. To register for one of the workshops, visit: www.doe.in.gov/lmmp/LAS_links.html.

English Language Learner Questions: Lauren Harvey, Coordinator, Office of English Language Learning and Migrant Education, (317) 232-0555 or (800) 382-9962

LAS Links Assessment Questions: Charity Flores, Assessment Program Coordinator, Office of Student Assessment, (317) 232-9050